United Nations ST/IC/2014/25

Secretariat

15 October 2014

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Criteria for transfer of household employees on G-5 visas**

1. The purpose of the present circular is to inform staff members who hold a G-4 visa and employ or seek to employ a household employee to whom a G-5 visa has been granted or has been requested, of a diplomatic note received from the United States Mission to the United Nations (see annex). The note provides that transfer of a domestic worker between United Nations staff members is not permissible.

2. The note further provides the criteria prior to assuming the position of a domestic worker in the United States.

3. The present circular should be read in conjunction with information circular ST/IC/2014/19.

* The present circular will be in effect until further notice.

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Annex

Diplomatic note dated 9 October 2014 from the United States Mission to the United Nations addressed to the Secretariat

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to refer to its diplomatic note HC-59-(S)-14 dated July 3, 2014, which outlines the requirements regarding the employment of foreign domestic workers. The United States Mission wishes to inform the United Nations Secretariat that the transfer of a domestic worker between United Nations staff members is not permissible.

Based on the criteria set forth in the aforementioned diplomatic circular, prior to assuming his or her position in the United States, a domestic worker must:

(1) Be pre-notified to the United States Mission to the United Nations prior to arrival and/or registration in the United States;

(2) Be interviewed abroad by a consular officer;

(3) Be issued abroad an employer-specific G-5 visa, annotated to reflect the name and position of his or her prospective employer.

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat the assurance of its highest consideration.

United Nations ST/IC/2014/26

Secretariat

15 October 2014

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2013 to 30 June 2014**

1. The purpose of the present circular[1] is to continue to inform staff members of the practice of the Secretary-General in exercising his authority in disciplinary matters under article X of the Staff Regulations of the United Nations, and to implement paragraph 17 of resolution 59/287, in which the General Assembly requested the Secretary-General to ensure that all staff of the Organization are informed of the most common examples of misconduct and/or criminal behaviour and their disciplinary consequences, including any legal action, with due regard for the protection of the privacy of the staff members concerned. This circular covers the period from 1 July 2013 to 30 June 2014.

2. A broad overview of the administrative machinery in disciplinary matters is provided in section I below. Section II contains a summary of the cases in which one or more disciplinary measures were imposed by the Secretary-General on Secretariat staff members during the reporting period. Section III provides information on the practice of the Secretary-General in cases of possible criminal behaviour.

I. Overview of the administrative machinery with respect to disciplinary matters

A. Legislative framework governing the conduct of staff members

3. Article 101, paragraph 3, of the Charter of the United Nations states that the "paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity".

* The present circular is in effect until further notice.

[1] Previous circulars covering the period from January 2000 to June 2013 were issued as ST/IC/2002/25, ST/IC/2004/28, ST/IC/2005/51, ST/IC/2006/48, ST/IC/2007/47, ST/IC/2008/41, ST/IC/2009/30, ST/IC/2010/26, ST/IC/2011/20, ST/IC/2012/19 and ST/IC/2013/29.

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4. Article I of the Staff Regulations and chapter I of the Staff Rules, both entitled "Duties, obligations and privileges", set out the basic values expected of international civil servants because of their status, as well as particular manifestations of such basic values. Particular reference is made to staff regulation 1.2 and staff rule 1.2 for specific instances of expected and prohibited conduct.

B. Misconduct

5. Staff regulation 10.1 (a) provides that "the Secretary-General may impose disciplinary measures on staff members who engage in misconduct". Staff rule 10.1 (a) provides that the "failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances or to observe the standards of conduct expected of an international civil servant may amount to misconduct and may lead to the institution of a disciplinary process and the imposition of disciplinary measures for misconduct". In addition, staff rule 10.1 (c) provides that "the decision to launch an investigation into allegations of misconduct, to institute a disciplinary process and to impose a disciplinary measure shall be within the discretionary authority of the Secretary-General or officials with delegated authority". Within those parameters, the Secretary-General has broad discretion in determining what constitutes misconduct and in imposing disciplinary measures. The administrative instruction on revised disciplinary measures and procedures (ST/AI/371 and Amend.1), provides further examples of conduct for which disciplinary measures may be imposed. A new administrative instruction on investigations and the disciplinary process continues to be under preparation and remains the subject of ongoing discussion and consultation among management and other stakeholders.

C. Procedural fairness

6. When a head of office or a responsible officer believes, following an investigation, that misconduct may have occurred, he or she refers the matter to the Assistant Secretary-General for Human Resources Management for a decision on whether to pursue the matter as a disciplinary case. Depending on the subject matter and complexity of the report of misconduct, the investigation may have been undertaken by the head of office or his or her designees, or by the Office of Internal Oversight Services, at its own initiative or at the request of a head of office.

7. If the Assistant Secretary-General for Human Resources Management decides to pursue the matter as a disciplinary case, the staff member is notified in writing of the allegations of misconduct and is informed about the opportunity to comment on the allegations and the right to seek the assistance of counsel in his or her defence through the Office of Staff Legal Assistance or from outside counsel at his or her own expense. The staff member is given a reasonable opportunity to respond to the allegations of misconduct. In light of the comments provided by the staff member, the Assistant Secretary-General for Human Resources Management decides whether to close the case, with or without administrative action, or to recommend the imposition of one or more disciplinary measures. In the latter case, the Under-Secretary-General for Management decides, on behalf of the Secretary-General,

whether to impose one or more of the disciplinary measures provided for in staff rule 10.2 (a).

8. Staff rule 10.4 (a) provides that, at any time pending an investigation until the completion of the disciplinary process, a staff member may be placed on administrative leave by the appropriate official.

9. In accordance with staff rule 10.3 (c), a staff member against whom a disciplinary measure has been imposed may submit an application to the United Nations Dispute Tribunal challenging the imposition of the measure in accordance with chapter XI of the Staff Rules.

D. Disciplinary measures

10. Staff rule 10.2 (a) provides that disciplinary measures may take one or more of the following forms (i.e., more than one measure may be imposed in each case):

(a) Written censure;

(b) Loss of one or more steps in grade;

(c) Deferment, for a specified period, of eligibility for salary increment;

(d) Suspension without pay for a specified period;

(e) Fine;

(f) Deferment, for a specified period, of eligibility for consideration for promotion;

(g) Demotion, with deferment, for a specified period, of eligibility for consideration for promotion;

(h) Separation from service, with notice or compensation in lieu of notice, and with or without termination indemnity;

(i) Dismissal.

11. In determining the appropriate measure, each case is decided on its own merits, taking into account the particulars of the case, including aggravating and mitigating circumstances. In addition, in accordance with staff rule 10.3 (b), disciplinary measures imposed on a staff member must be proportionate to the nature and gravity of the misconduct involved.

E. Other measures

12. Written or oral reprimands, recovery of moneys owed to the Organization and administrative leave with or without pay are not considered disciplinary measures. Reprimands, such as warnings or letters of caution, are administrative and/or managerial measures that are important for upholding standards of proper conduct and promoting accountability. In addition, when conduct that may amount to misconduct has an impact on performance, the issue may be addressed in the context of performance management. This may include training, counselling, the withholding of salary increments, the non-renewal of contract or the termination of appointment.

II. Summary of cases in which the Secretary-General imposed disciplinary measures during the period from 1 July 2013 to 30 June 2014

13. For each case that led to the imposition of one or more disciplinary measures, a summary is provided below indicating the nature of the misconduct and any disciplinary measures imposed by the Secretary-General. The functional title of the staff members or other particulars relating thereto are provided only when they played a role as aggravating or mitigating circumstances in determining the measures to be taken. Conduct issues that were dealt with by means other than disciplinary measures are not listed.

14. As noted above, both aggravating and mitigating factors are taken into account in determining a sanction, and these will vary according to the unique facts and circumstances of a case. Examples of possible aggravating factors are the repetition of acts of misconduct, the intent to derive personal benefit and the degree of harm resulting from the misconduct. Examples of possible mitigating factors are sincere remorse, a staff member's personal circumstances and voluntary disclosure of the acts of misconduct.

15. Not every case brought to the attention of the Secretary-General results in disciplinary or other measures being taken. When a review by the Office of Human Resources Management reveals that there is insufficient evidence to pursue a matter as a disciplinary case, or when a staff member provides a satisfactory explanation in response to the formal allegations of misconduct, the case is closed. Cases may also be closed when a staff member retires or otherwise separates from the Organization before an investigation or the disciplinary process is concluded, as the Secretary-General does not have the authority to impose disciplinary measures on former staff members. In such cases, a record is made and placed in the former staff member's official status file so that the matter can be further considered if and when the staff member rejoins the Organization.

A. Abuse of authority, harassment and discrimination

16. A staff member engaged in a pattern of verbal abuse and ridicule towards a colleague over a number of years and attempted to physically assault the same staff member on one occasion. The staff member's admission and apology to the victim were seen as mitigating factors.

Disposition: written censure, loss of five steps in grade and deferment for two years of eligibility for consideration for promotion.

17. A staff member, who was the head of a regional office, harassed staff members and interns under the staff member's supervision by engaging in a pattern of conduct that included shouting or intimidating actions.

Disposition: demotion with deferment for one year of eligibility for consideration for promotion.

B. Theft and misappropriation

18. Two staff members attempted to take, without authorization, four drums of calcium hypochlorite belonging to the Organization. In doing so, the staff members also misused a vehicle belonging to the Organization.

Disposition: dismissals.

19. A staff member removed, without authorization, the new tyres of a vehicle belonging to the Organization, which was used as an ambulance, and replaced them with old tyres. There were mitigating circumstances, including that the staff member had returned the new tyres to the Organization, cooperated with the investigation and admitted the misconduct.

Disposition: separation from service with compensation in lieu of notice and without termination indemnity.

20. A staff member took, without authorization, a laptop computer that belonged to a visitor to the Organization. The fact that the staff member's conduct exposed the Organization to the risk of damage to its reputation was an aggravating factor in this case, as was the staff member's involvement of another unwitting staff member, which exposed the latter to being implicated in the wrongdoing. The laptop was eventually returned to the visitor.

Disposition: separation from service with compensation in lieu of notice and without termination indemnity.

21. A staff member took, without authorization, a United Nations vehicle. There were mitigating circumstances, including that the vehicle was recovered by the United Nations and the staff member eventually admitted the conduct.

Disposition: separation from service with compensation in lieu of notice and without termination indemnity.

22. A staff member received and used a United Nations vehicle without authorization. There were mitigating circumstances, including that the vehicle was recovered and the staff member eventually admitted the conduct.

Disposition: separation from service with compensation in lieu of notice and without termination indemnity.

23. A staff member who served as a warehouse assistant took, without authorization, six containers of paint that belonged to the Organization. The facts that the staff member had prepared a falsified gate pass and had initially given a false statement to investigators and the fact that the staff member's actions were fundamentally inconsistent with duties with which the staff member was entrusted were considered as aggravating factors.

Disposition: dismissal.

24. A staff member took, without authorization, money obtained by cashing cheques collected at the behest of two other staff members and issued to them by the Organization as advances. The staff member used the money for the staff member's own purposes. The Organization recovered the amount from the staff members to whom the cheques had been issued. The staff member who had cashed the cheques without authorization reimbursed the staff members from whom the cheques had

been taken. The fact that the staff member had demonstrated a pattern of deliberate deceit and had taken advantage of the trust that was placed in that staff member by the others were considered as aggravating factors.

Disposition: dismissal.

25. A staff member performing the functions of a driver siphoned fuel from a United Nations-assigned vehicle without authorization and sold the fuel to a third party. There were mitigating circumstances, including the staff member's cooperation with the investigation and admission to misconduct and the length of time taken to resolve the case. The fact that the staff member had abused the position of driver and had repeatedly engaged in the same misconduct since the commencement of employment with the Organization were considered as aggravating circumstances.

Disposition: separation from service with compensation in lieu of notice and with termination indemnity.

26. A staff member who served as a driver and warehouse assistant took, without authorization, three air-conditioning units that belonged to the Organization and used a United Nations vehicle illicitly to deliver the units to a private residence. The units were eventually recovered. The neglect of the staff member's duties, which included a particular duty of care towards the assets of the Organization, was considered as an aggravating factor.

Disposition: dismissal.

27. A staff member took, without authorization, a United Nations car battery, intending to use it for private purposes. There were mitigating factors, including an early admission and an expression of remorse. The battery was recovered.

Disposition: separation from service with compensation in lieu of notice and without termination indemnity.

C. Misrepresentation and false certification

28. A staff member withdrew, for personal use, money from a United Nations-related bank account, in 2008 and 2009, when in a position of trust. There were significant mitigating factors, namely that the staff member had reported the misconduct voluntarily before the discovery that the money was missing. The staff member's conduct was initially addressed informally, following which the staff member, among other actions, reimbursed the full amount taken. The fact that a number of years had passed between the misconduct being committed and the imposition of a disciplinary measure was also considered as a mitigating factor.

Disposition: demotion with deferment for a period of three years of eligibility for consideration of promotion.

29. A staff member submitted documents containing inaccurate information to the Organization in support of a request for funding to attend a training course. Mitigating considerations included that the staff member had fully cooperated with the investigation, offering an early and complete admission of the conduct; had shown remorse and apologized for the conduct; and had demonstrated a long-standing commitment to volunteer service on social issues within and outside of the

Organization. The staff member's request for funding was not approved, resulting in no financial loss to the Organization.

Disposition: demotion by one grade with deferment for three years of eligibility for consideration for promotion.

30. A staff member submitted, and received payment for, multiple health insurance claims to an insurance company that was contracted through the Organization. The claims were based on documentation that inflated the staff member's actual expenditures. Following requests by the insurance company, the staff member reimbursed the company for the full amount of the payments made. The length of satisfactory service (approximately 20 years), the length of time taken to complete the investigation and the fact that the staff member had reimbursed the insurance company for the amounts paid were taken into account as mitigating factors.

Disposition: separation from service with compensation in lieu of notice and with termination indemnity.

31. A staff member submitted a travel request and mission report relating to a meeting that had not taken place. The staff member also submitted e-mail messages to the investigators purporting to confirm that the meeting had taken place, when the staff member knew the messages contained false information. The staff member's excellent performance record was taken into account as a mitigating factor.

Disposition: separation from service with compensation in lieu of notice and without termination indemnity.

32. Two staff members accepted money from a third party, in relation to that party's interest in purchasing United Nations vehicles, when it was not part of the staff members' official duties to receive such moneys. There were mitigating factors, notably the fact that the third party had withdrawn its complaint against the staff members, after formal allegations had been issued and the staff members appeared to have repaid the third party, at least in part.

Disposition: separations with compensation in lieu of notice and without termination indemnities.

D. Misuse of United Nations property or assets

33. A staff member dealing with the movement of goods in a mission environment attempted, without authorization, to ship a potentially dangerous item on a United Nations aircraft on behalf of another staff member (see para. 34 below) without following any of the safety or screening procedures for the shipment of such an item and placed a passenger luggage tag on the cargo in the knowledge that it was not passenger luggage. Mitigating circumstances included the length of time taken to dispose of the case and the staff member's full cooperation with the investigation and early admission of and apology for the staff member's actions. Aggravating circumstances were that the actions directly resulted in a potentially dangerous item being loaded onto a passenger flight and that, at the time, the staff member had enjoyed unrestricted access to the mission's air terminal and United Nations aircraft by virtue of the staff member's functions.

Disposition: separation from service with compensation in lieu of notice and with termination indemnity.

34. A staff member requested the assistance of another staff member in shipping potentially dangerous cargo on a United Nations flight for unofficial reasons (see para. 33 above). The length of time taken to dispose of the case was a mitigating circumstance.

Disposition: written censure and a loss of two steps in grade with deferment for a period of two years of eligibility for salary increment.

35. A staff member drove a United Nations vehicle without authorization and at an excessive speed. There were mitigating factors, including the delay in referring the case for disciplinary action.

Disposition: written censure with deferment for one year of eligibility for salary increment.

36. A staff member drove a United Nations vehicle without authorization. The length of time taken to resolve the case was a mitigating circumstance.

Disposition: written censure.

37. A staff member arranged to have personal items flown as cargo on a United Nations flight without authorization.

Disposition: written censure.

38. A staff member drove a United Nations vehicle without a valid movement-of-personnel form and without security clearance. The length of time taken from the initiation of the investigation to the completion of the disciplinary process was taken into account as a mitigating factor.

Disposition: written censure.

E. Misuse of information and communications technology resources

39. A staff member accessed, without authorization, the official e-mail accounts of other United Nations staff members; transmitted, without authorization, an e-mail from the webmail account of another United Nations staff member to various colleagues, which was critical of another staff member; and personally submitted a reference letter to the United Nations, in connection with the staff member's recruitment, while making it appear as though the reference had been submitted by a third party.

Disposition: dismissal.

40. A staff member misused the Organization's resources by indicating that long-distance calls were for official purposes when in fact they were personal calls. The full cost attributable to the relevant calls was recovered. Mitigating factors present included that the staff member admitted the conduct and was cooperative throughout the investigation.

Disposition: written censure and a fine of two months' net base salary.

F. Sexual exploitation and abuse

41. A staff member had sexual intercourse with a minor.

Disposition: dismissal.

42. A staff member had sexual intercourse with a minor on a number of occasions.

Disposition: dismissal.

43. A staff member had sexual intercourse with two minors.

Disposition: dismissal.

G. Unauthorized outside activities and conflict of interest

44. A staff member engaged in outside activities related to the operation of a business while employed by the United Nations and without having obtained the approval of the Secretary-General. There were mitigating circumstances, including that the business was in existence before the staff member's joining the Organization and was wound up shortly after commencement of service with the Organization.

Disposition: written censure and a loss of step in grade.

H. Assault

45. A staff member repeatedly threatened to kill another staff member and hit the staff member, causing injury to the face and hand.

Disposition: dismissal.

46. A staff member physically assaulted a United Nations Police Adviser on two occasions on the same day. The fact that the Police Adviser had directed insulting and abusive language towards the staff member was a mitigating circumstance in the case.

Disposition: separation from service with compensation in lieu of notice and with termination indemnity.

47. A staff member who performed the functions of a security guard physically assaulted the staff member's supervisor during an argument concerning a work assignment. There were mitigating factors, including the delay in referring the case for disciplinary action.

Disposition: separation from service with compensation in lieu of notice and with termination indemnity.

I. Financial disclosure

48. A General Service staff member failed to comply with the financial disclosure obligations.

Disposition: written censure.

49. A senior staff member failed to comply with the financial disclosure obligations.

Disposition: written censure and a fine of two months' net base salary.

50. A senior staff member failed to comply with the financial disclosure obligations.

Disposition: written censure and a fine of two months' net base salary.

J. Failure to honour private obligations

51. A staff member failed to honour private legal obligations to two schools and a bank. The magnitude of the debts, the time period over which the staff member was requested by the Organization to take appropriate action and the involvement of a national Government were considered as aggravating factors.

Disposition: written censure with deferment for a period of one year of eligibility for consideration for promotion.

III. Possible criminal behaviour

52. In its resolution 59/287, the General Assembly requested the Secretary-General to take action expeditiously in cases of proven misconduct and/or criminal behaviour and to inform Member States about the actions taken. During the reporting period, 11 cases involving credible allegations of criminal conduct by United Nations officials or experts on mission were referred to Member States.

United Nations ST/IC/2014/27

Secretariat

6 November 2014

Information circular*

To: Members of the staff and other authorized users of information and communications technology resources**

From: The Assistant Secretary-General/Chief Information Technology Officer

Subject: **Internet filter upgrade**

1. The purpose of the present circular is to inform staff members and other authorized users of information and communications technology (ICT) resources about an upgrade of the Secretariat's system that controls access to the Internet, including, but not limited to, the use of the web, e-mail, instant messaging, social and peer-to-peer networking, video and photo sharing, video and audio streaming and voice-over Internet protocol services.

2. The present upgrade is being implemented in accordance with ST/SGB/2004/15 on the use of information and communications technology resources and data in order to preserve and protect ICT resources and data from Internet-borne security threats. These include the inadvertent download and execution of malicious code from, as well as the unauthorized upload of ICT data to, the Internet.

3. In addition, the Internet access control system ("filter") will be used to enforce the existing limitations of permitted personal use of ICT resources, in particular with respect to web access.

4. The Secretariat provides authorized users with access to the Internet in order to ensure that they are equipped with the necessary tools for communication, research, collaboration and other tasks that are required to fulfil their official duties. Authorized users are encouraged to use the Internet to further the goals and objectives of the United Nations and are reminded to adhere to all provisions stipulated in section 3 (on official use) and section 4 (on limited personal use) of ST/SGB/2004/15. It is recalled that the Organization retains all rights related to ICT resources and data (section 6), and that all use of ICT resources and data is subject to monitoring and investigation (section 7).

* The present circular will be in effect until further notice.

** For a definition of authorized users of ICT resources, see ST/SGB/2004/15.

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5. The Internet access filter assigns each website to a category.[1] On the basis of the category of a website, one of the following filtering policy actions will be applied:

(a) Permitted: access to websites in these categories is permitted without any restrictions imposed by the filter;

(b) Permitted, with limitations: access to websites in these categories is permitted with certain restrictions, such as file upload limitations;

(c) Permitted, for legitimate official purposes only: access to websites in these categories is temporarily permitted if required to fulfil official duties;

(d) Permitted, time limited or bandwidth restricted: access to websites in these categories may be subject to bandwidth limitations, or permitted only outside business hours for personal use;

(e) Blocked: access to sites in these categories will be blocked, in accordance with the provisions of ST/SGB/2004/15.

6. In addition, the filter will block access to web pages that have been detected to be distributing malicious software or facilitating other malicious activities, even if the category of the website would otherwise permit access.

7. The upgrade of the Internet access control filter will be performed without service interruption and does not require users to take any action.[2]

[1] A detailed description of categories is provided in the annex to the present information circular.

[2] Staff members using non-standard software or unsupported configurations may be prompted to authenticate (log in) to the system, and required to adjust the configuration of their non-standard software. Detailed instructions can be obtained by contacting the Office of Information and Communications Technology Service Desk.

Annex

Detailed description of categories used for Internet access filtering

The categories used by the Internet access filter are defined by the vendor of the filtering system and cannot be changed. However, the association of a specific site with a given category can be modified, either by requesting the vendor to review the current category, or by defining a specific exception for a site that cannot be reclassified by the vendor.

Whenever access to a website is denied, the system will display a notification page that includes instructions for the user on requesting access through either reclassification or the defining of an exception.

Permitted

Advertisements	Banner and pop-up advertisements that often accompany a web page and other advertising websites that provide advertisement content. Advertising services and sales are classified as "Business and industry".
Alcohol	Alcohol as a pleasurable activity; beer and wine making and cocktail recipes; and liquor sellers, wineries, vineyards, breweries and alcohol distributors. Alcohol addiction is classified as "Health and nutrition". Bars and restaurants are classified as "Dining and drinking".
Arts	Galleries and exhibitions; artists and art; photography; literature and books; performing arts and theatre; musicals; ballet; museums; design; and architecture. Cinema and television are classified as "Entertainment".
Astrology	Astrology, horoscopes, fortune-telling, numerology, psychic advice and tarot.
Auctions	Online and offline auctions, auction houses and classified advertisements.
Business and industry	Marketing, commerce, corporations, business practices, workforce, human resources, transportation, payroll, security and venture capital; office supplies; industrial equipment (process equipment), machines and mechanical systems; heating equipment and cooling equipment; materials handling equipment; packaging equipment; manufacturing: solids handling, metal fabrication, construction and building; passenger transportation; commerce; industrial design; construction, building materials; shipping and freight (freight services, trucking, freight forwarders, truckload carriers, freight and transportation brokers, expedited services, load and freight matching, track and trace, rail shipping, ocean shipping, road feeder services, moving and storage).

Chat and instant messaging	Web-based instant messaging and chat rooms.
Computers and the Internet	Information about computers and software, such as hardware, software, software support; information for software engineers, programming and networking; website design; the web and Internet in general; computer science; computer graphics and clip art. "Freeware and shareware" is a separate category.
Dating	Dating, online personals and matrimonial agencies.
Digital postcards	Enabling the sending of digital postcards and e-cards.
Dining and drinking	Eating and drinking establishments; restaurants, bars, taverns and pubs; and restaurant guides and reviews.
Dynamic and residential	Internet protocol addresses of broadband links that usually indicate attempts of users to access their home network, for example, for a remote session to a home computer.
Education	Education-related, such as schools, colleges, universities, teaching materials and teachers' resources; technical and vocational training; online training; education issues and policies; financial aid; school funding; and standards and testing.
Entertainment	Details or discussion of films; music and bands; television; celebrities and fan websites; entertainment news; celebrity gossip; and entertainment venues. Compare with the "Arts" category.
Fashion	Clothing and fashion; hair salons; cosmetics; accessories; jewellery; perfume; pictures and text related to body modification; tattoos and piercing; and modelling agencies. Dermatological products are classified as "Health and nutrition".
Finance	Primarily financial in nature, such as accounting practices and accountants, taxation, taxes, banking, insurance, investing, the national economy, personal finance involving insurance of all types, credit cards, retirement and estate planning, and loans and mortgages. Stock and shares are classified as "Online trading".
Government and law	Government websites; foreign relations; news and information related to government and elections; information related to the field of law, such as attorneys, law firms, law publications, legal reference material, courts, dockets and legal associations; legislation and court decisions; civil rights issues; immigration; patents and copyrights; information related to law enforcement and correctional systems; crime reporting, law enforcement and crime statistics; the military, such as the armed forces, military bases and military organizations; and anti-terrorism.

Health and nutrition	Health care; diseases and disabilities; medical care; hospitals; doctors; medicinal drugs; mental health; psychiatry; pharmacology; exercise and fitness; physical disabilities; vitamins and supplements; sex in the context of health (disease and health care); tobacco use, alcohol use, drug use and gambling in the context of health (disease and health care); food in general; food and beverages; cooking and recipes; food and nutrition, health and dieting; cooking, including recipe and culinary websites; and alternative medicine.
Humour	Jokes, sketches, comics and other humorous content. Adult humour likely to offend is classified as "Adult".
Infrastructure and content delivery networks	Content delivery infrastructure and dynamically generated content, and websites that cannot be classified more specifically because they are secured or otherwise difficult to classify.
Internet telephony	Telephonic services using the Internet.
Job search	Career advice; résumé writing and interviewing skills; job placement services; job databanks; permanent and temporary employment agencies; and employer websites.
Lingerie and swimsuits	Intimate apparel and swimwear, especially when modelled.
Lotteries	Sweepstakes, contests and State-sponsored lotteries.
Mobile phones	Short message services (SMS); ringtones and mobile phone downloads. Cellular carrier websites are included in the "Business and industry" category.
Nature	Natural resources; ecology and conservation; forests, wilderness, plants and flowers; forest conservation; forest, wilderness and forestry practices; forest management (reforestation, forest protection, conservation, harvesting, forest health, thinning and prescribed burning); agricultural practices (agriculture, gardening, horticulture, landscaping, planting, weed control, irrigation, pruning and harvesting); pollution issues (air quality, hazardous waste, pollution prevention, recycling, waste management, water quality and the environmental clean-up industry); animals, pets, livestock and zoology; biology; and botany.
News	News, headlines, newspapers, television stations, magazines, weather and ski conditions.
Non-governmental organizations	Non-governmental organizations, such as clubs, lobbies, communities, non-profit organizations and labour unions.
Non-sexual nudity	Nudism and nudity; naturism; nudist camps; and artistic nudes.

Online communities	Affinity groups, special interest groups, web newsgroups and message boards. Excludes websites that are classified as "Professional networking" or "Social networking".
Online trading	Online brokerages; websites that enable the user to trade stocks online; information related to the stock market, stocks, bonds, mutual funds, brokers, stock analysis and commentary, stock screens, stock charts, initial public offerings and stock splits. Services for spread betting on stocks and shares are classified as "Gambling". Other financial services are classified as "Finance".
Organizational e-mail	Websites used to access business e-mail (often via Outlook Web Access).
Personal sites	Websites about and from private individuals; personal home page servers; websites with personal content; and personal blogs with no particular theme.
Photo searches and images	Facilitating the storing of and searching for images, photographs and clip art.
Politics	Websites of politicians; political parties; and news and information on politics, elections, democracy and voting.
Professional networking	Social networking for the purpose of career or professional development. See also "Social networking".
Real estate	Information that would support the search for real estate; office and commercial space; real estate listings, such as rentals, apartments and homes; and house building.
Reference	City and state guides; maps; time; reference sources; dictionaries; and libraries.
Religion	Religious content and information about religions; and religious communities.
Software as a service (SaaS) and Business-to-business (B2B)	Web portals for online business services; and online meetings.
Safe for kids	Directed at, and specifically approved for, young children.
Science and technology	Science and technology, such as aerospace, electronics, engineering, mathematics and other similar subjects; space exploration; meteorology; geography; environment; energy (fossil, nuclear and renewable); and communications (telephones and telecommunications).
Search engines and portals	Search engines and other initial points of access to information on the Internet.
Sex education	Factual websites dealing with sex, sexual health, contraception and pregnancy.

Shopping	Bartering; online purchasing; coupons and free offers; general office supplies; online catalogues; and online malls.
Social networking	Social networking. See also "Professional networking".
Social science	Sciences and history related to society: archaeology, anthropology, cultural studies, history, linguistics, geography, philosophy, psychology and women's studies.
Society and culture	Family and relationships; ethnicity; social organizations; genealogy; seniors; and childcare.
Software updates	Websites that host updates for software packages.
Sports and recreation	All sports, professional and amateur; recreational activities; fishing; fantasy sports; public parks; amusement parks; water parks; theme parks; zoos and aquariums; and spas.
Tobacco	Pro-tobacco websites; tobacco manufacturers; and pipes and smoking products (not marketed for illegal drug use). Tobacco addiction is classified as "Health and nutrition".
Transportation	Personal transportation; information about cars and motorcycles; shopping for new and used cars and motorcycles; car clubs; boats, airplanes, recreational vehicles and other similar items. Note that car and motorcycle racing is classified as "Sports and recreation".
Travel	Business and personal travel; travel information; travel resources; travel agents; vacation packages; cruises; lodging and accommodation; travel transportation; flight booking; airfares; car rental; and vacation homes.
Web hosting	Website hosting and bandwidth services.
Web page translation	Translation of web pages between languages.

Permitted, with limitations

File transfer services	File transfer services with the primary purpose of providing download services and hosted file sharing.
Online storage and backup	Offsite and peer-to-peer storage for backup, sharing and hosting.
Web-based e-mail	Public web-based e-mail services. Websites enabling individuals to access their company's or organization's e-mail service are classified as "Organizational e-mail".

Permitted, for legitimate official purposes only

Cheating and plagiarism	Promoting cheating and the selling of written work, such as term papers, for plagiarism.
Computer security	Offering security products and services for corporate and home users.
Extreme	Material of a sexually violent or criminal nature; violence and violent behaviour; tasteless, often gory photographs, such as autopsy photos; photos of crime scenes, crime and accident victims; excessive obscene material; shock websites.
Freeware and shareware	Providing downloads of free and shareware software.
Games	Various card games, board games, word games and video games; combat games; sports games; downloadable games; game reviews; cheat sheets; computer games and Internet games, such as role-playing games.
Hacking	Discussing ways to bypass the security of websites, software, and computers.
Hate speech	Websites promoting hatred, intolerance or discrimination on the basis of social group, colour, religion, sexual orientation, disability, class, ethnicity, nationality, age, gender or gender identity; sites promoting racism, sexism or racist theology; hate music; neo-Nazi organizations; supremacism; and Holocaust denial.
Illegal activities	Promoting crime, such as stealing, fraud, illegally accessing telephone networks; computer viruses; terrorism, bombs and anarchy; and websites depicting murder and suicide, as well as explaining ways to commit them.
Weapons	Information related to the purchase or use of conventional weapons, such as gun sellers, gun auctions, gun classified ads, gun accessories, gun shows and gun training, and general information about guns. Other weapons and graphic hunting sites may be included. Government military websites are classified as "Government and law".

Permitted, time limited or bandwidth restricted

Streaming audio	Real-time streaming audio content, including Internet radio and audio feeds.
Streaming video	Real-time streaming video, including Internet television, web casts and video sharing.

Blocked

Adult	Directed at adults, but not necessarily pornographic. May include adult clubs (strip clubs, swinger clubs, escort services or strippers); general information about sex, non-pornographic in nature; genital piercing; adult products or greeting cards; information about sex not in the context of health or disease.
Child abuse content	Worldwide illegal child sexual abuse content. This category is never displayed.
Filter avoidance	Promoting and aiding undetectable and anonymous web usage, including common gateway interface (CGI), PHP and Glype anonymous proxy services.
Gambling	Casinos and online gambling; bookmakers and odds; gambling advice; competitive racing in a gambling context; sports booking; sports gambling; services for spread betting on stocks and shares. Websites dealing with gambling addiction are classified as "Health and nutrition". Government-run lotteries are classified as "Lotteries".
Illegal downloads	Providing the ability to download software or other materials, serial numbers, key generators and tools for bypassing software protection, in violation of copyright agreements. Torrents are classified as "Peer file transfer".
Illegal drugs	Information about recreational drugs, drug paraphernalia and drug purchase and manufacture.
Parked domains	Websites that monetize traffic from the domain using paid listings from an advertising network, or are owned by "squatters" hoping to sell the domain name for a profit. These also include fake search websites that return paid advertising links.
Peer file transfer	Peer-to-peer file request websites; the file transfers themselves are not tracked.
Pornography	Sexually explicit text or depictions. Includes explicit anime and cartoons; general explicit depictions; other fetish material; explicit chat rooms; sex simulators; strip poker; adult movies; lewd art; and web-based explicit e-mail.
Unclassified	Websites that are not in the vendor's database are recorded as unclassified for reporting purposes. This category may include mistyped web addresses.

United Nations ST/IC/2014/28

Secretariat

19 November 2014

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Recent developments concerning the response of the Government of the United States of America to the Ebola epidemic: exit and entry screening of travellers**

1. The purpose of this circular is to inform staff members of a diplomatic note from the Unites States Mission to the United Nations regarding the recent developments concerning the host Government's response. The note also includes a statement by the United States Department of Homeland Security on travel restrictions and protective measures.

2. The note informs the United Nations that the United States of America is implementing measures aimed at responding to and containing the Ebola virus, within the United States and globally. This includes enhanced entry screening at certain international airports, including at New York John F. Kennedy and Newark Liberty airports. This screening includes, among other measures, a questionnaire, temperature measuring and observation for symptoms of Ebola. Where the traveller has a fever or other symptoms, or has been exposed to Ebola, the traveller will be referred for further evaluation. The note also refers to the exit screening applied when travelling from affected countries. This measure aims to identify sick travellers and those exposed to Ebola. Travellers may be delayed from boarding an airplane until it is safe to travel.

3. The full text of the note is included in annex I to the present circular. The statement is included in annex II. All staff should familiarize themselves with these measures and expect their application as relevant to their circumstances and travel plans.

* The present circular will be in effect until further notice.

14-65158 (E) 261114

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Annex I

Diplomatic note dated 24 October 2014 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and to the United Nations Secretariat and wishes to bring to their attention recent developments concerning the host country Government's response to the Ebola epidemic.

The United States Government is implementing measures aimed at responding to and containing the Ebola virus, both within the United States and globally. The health and safety of the members of the United Nations community, who are in frequent contact with persons coming from all parts of the world, is very important to the host country. As a result, the United States Mission seeks to ensure that the Permanent Missions, the United Nations and their members are aware of these efforts and the coordinated resources that are being used to counter the threat of Ebola. Such efforts require the participation of, and coordination with, all segments of society, including the United Nations community in New York.

The full range of relevant United States Government agencies, including the Department of State, the United States Agency for International Development, the Department of Health and Human Services, the Centers for Disease Control and Prevention, the Department of Defense and the Department of Homeland Security, are increasing every possible form of assistance to the affected countries, their citizens and the international organizations responding to the outbreak. This assistance includes equipment and other essential supplies, public health messaging efforts and medical and technical expertise.

In the coming weeks, the United States Mission will, as necessary, continue to provide the Permanent Missions and the Secretariat with information about measures initiated within the United States that may impact the United Nations community.

Screening on entry into the United States

The United States Government enhanced measures at international airports and other ports of entry into the United States to identify sick travellers with possible contagious diseases, and put into place new measures to specifically address the Ebola virus. The Government is conducting enhanced entry screening at certain international airports, including New York John F. Kennedy and Newark Liberty airports. The Centers for Disease Control and Prevention and United States Customs and Border Protection have assigned representatives to each airport to respond to any reports of ill travellers, and the host country's robust public health system is prepared to respond and assist. Such programmes have also been put in place at Washington Dulles, Chicago O'Hare and Atlanta Hartsfield airports.

For this purpose, enhanced screenings into the United States will proceed as follows:

1. A representative of the United States Customs and Border Protection will give each traveller health information that includes: (a) information about Ebola; (b) symptoms to look for and what to do if symptoms develop; and (c) information for doctors if travellers need to seek medical attention.

2. Travellers will undergo screening measures to include: (a) a questionnaire used to determine potential risk; (b) have their temperature taken; and (c) be observed for other symptoms of Ebola.

3. If a traveller has a fever or other symptoms or has been exposed to Ebola, the United States Customs and Border Protection will refer the traveller to the Centers for Disease Control and Prevention for further evaluation. The Centers will determine whether the traveller: (a) can continue to travel; (b) is taken to a hospital for evaluation, testing and treatment; or (c) is referred to a local health department for further monitoring and support.

Entry screening is part of a layered approach. When used with other public health measures, entry screening can strengthen global efforts to battle the Ebola virus. To safeguard public health, this approach will be applied consistently regardless of visa status. The United States Mission encourages the Permanent Missions and the Secretariat to share this information with their personnel as well as officials who will be visiting the United States.

Exit screening in countries experiencing Ebola outbreaks

Since the beginning of August 2014, the host country Government has been working with airlines, airports, ministries of health and other partners to provide technical assistance to countries with Ebola outbreaks. The United States has helped affected countries to conduct exit screening of departing travellers. Exit screenings are conducted at airports in these outbreak-affected areas to look for sick travellers or travellers exposed to Ebola and to delay them from boarding an airplane until it is safe to travel. The United States continues to support and strengthen exit screening in these countries using United States Government personnel, protocols and educational materials.

In conjunction with other agencies of the host country Government, the United States Mission will be happy to provide the Permanent Missions and the Secretariat with information about measures initiated within the United States that may impact the United Nations community.

Annex II

Statement by the Secretary of Homeland Security on travel restrictions and protective measures to prevent the spread of Ebola to the United States

21 October 2014

Today, as part of the Department of Homeland Security's ongoing response to prevent the spread of Ebola to the United States, we are announcing travel restrictions in the form of additional screening and protective measures at our ports of entry for travellers from the three West African Ebola-affected countries. These new measures will go into effect tomorrow.

Last week, with the Centers for Disease Control and Prevention, the Department of Homeland Security implemented enhanced screening measures at five airports around the country — New York's John F. Kennedy, Newark, Dulles, Atlanta and Chicago. Passengers flying into one of these airports from flights originating in Liberia, Sierra Leone and Guinea are subject to secondary screening and added protocols, including having their temperature taken, before they can be admitted into the United States. These airports account for about 94 per cent of travellers flying to the United States from these countries. At present there are no direct, non-stop commercial flights from Liberia, Sierra Leone or Guinea to any airport in the United States.

Today, I am announcing that all passengers arriving in the United States whose travel originates in Liberia, Sierra Leone or Guinea will be required to fly into one of the five airports that have the enhanced screening and additional resources in place. We are working closely with the airlines to implement these restrictions with minimal travel disruption. If not already handled by the airlines, the few impacted travellers should contact the airlines for rebooking, as needed.

We currently have in place measures to identify and screen anyone at all land, sea and air ports of entry into the United States who we have reason to believe has been present in Liberia, Sierra Leone or Guinea in the preceding 21 days.

United Nations ST/IC/2014/29

Secretariat

18 December 2014

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised procedures for obtaining a driver's licence and testing requirements for licences with a "motorcycle endorsement" for non-United States citizens**

1. The purpose of the present circular is to inform staff of the following:

(a) Diplomatic note dated 9 October 2014 from the United States Mission to the United Nations regarding revised procedures for obtaining a driver's licence with a "motorcycle endorsement" issued by the Office of Foreign Missions (see annex I);

(b) Current licensing procedures issued by the United States Office of Foreign Missions for non-United States citizens in the tri-state area of Connecticut, New Jersey and New York (see annex II).

2. The revised procedures concerning the motorcycle endorsement require motorcycle training/testing in instances in which the applicant's motorcycle endorsement was issued under foreign standards that are less stringent than standards applied by states in the United States of America, as determined by the Office of Foreign Missions. The Secretariat will be notified separately in writing if such a determination is made. A motorcycle endorsement is required for the operation of a moped, scooter or motorcycle with an engine size of 49 cm^3 and above.

3. The objective of the revised procedures is to ensure that motorcycle operators possess the motorcycle safety skills necessary to ensure the safety of the public and riders. The details of the revised procedures are presented in annex I of the present circular.

4. The details of the general licensing procedures issued by the United States Office of Foreign Missions for Connecticut, New Jersey and New York are set out in annex II.

* The present circular will be in effect until further notice and supersedes ST/IC/2006/19.

14-67560 (E) 231214

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Annex I

Diplomatic note dated 9 October 2014 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the Secretariat and wishes to inform it that the United States Department of State has decided, for reasons of public safety, and after conducting extensive research on the subject, to revise its current policy concerning the testing requirements for obtaining a Department of State driver's license issued by the Office of Foreign Missions with a "motorcycle endorsement" that permits the licensee to operate a motorcycle in the United States.

The current policy of the Department of State allows United Nations staff and their dependants who are eligible for a Department of State driver's license, and who hold a valid foreign license with a motorcycle endorsement permitting operation of a motorcycle with an engine size of 250 cm^3 or above, to add a motorcycle endorsement to the driver's license issued by the Office of Foreign Missions, with no additional training or testing. The current policy also requires United Nations staff members and their eligible dependants who do not hold a valid foreign driver's license with a motorcycle endorsement permitting the operation of a motorcycle with an engine size of 250 cm^3 or above, and who wish to obtain a motorcycle endorsement on a driver's license issued by the Office of Foreign Missions, to meet the requirements for novice motorcycle operators as imposed in the United States state in which they live.

To ensure that motorcycle operators possess the necessary motorcycle safety skills, the Department has concluded that it is necessary, for reasons of public and rider safety, to require motorcycle training/testing in instances in which the applicant's motorcycle endorsement was issued under foreign standards that are less stringent than those applied by states in the United States, as determined by the Office of Foreign Missions. The Secretariat will be notified separately in writing if such a determination is made.

The United States Mission wishes to take this opportunity to provide the following details on the new policy of the Department for the issuance of a motorcycle endorsement:

1. The Office of Foreign Missions will not require any additional testing if an applicant holds a valid foreign driver's license with a motorcycle endorsement permitting the operation of a motorcycle with an engine size of 125 cm^3 or above; and

2. The Office of Foreign Missions has found that the issuing country's motorcycle endorsement testing and preparation requirements are equivalent to United States standards.

3. If the applicant does not meet the criteria set out in paragraph 1 above, he/she will now be required to complete the Motorcycle Safety Foundation (MSF) "Basic Rider" course, which is offered in 48 states, or the approved course in the state in which the applicant lives, all of which meet or exceed the standards established by the Foundation. To determine an applicant's nearest training provider and course availability, missions are requested to visit the Foundation's website at

www.msf-usa.org/students.aspx. Please note that the cost of these courses varies by jurisdiction.

The Secretariat is informed that eligible staff members are only required to obtain a driver's license with a motorcycle endorsement issued by the Office of Foreign Missions for the operation of a moped, scooter or motorcycle with an engine size of 49 cm^3 and above. For the operation of the above-mentioned vehicles with an engine size below 49 cm^3, a regular class C driver's license is sufficient.

The United States Mission to the United Nations appreciates the continuing cooperation of the Secretariat with the host country's motor vehicle programme.

Annex II

Licensing procedures for non-United States citizens

New York State

First-time applicants

Non-immigrant visa holders (to include G-4 visa holders) must show:

- The passport
- The visa, issued for a duration of at least one year
- The I-94
- Social Security card or letter of ineligibility issued by the Social Security Administration

The above items must be the originals; photocopies are not accepted.

- If the applicant presents a Social Security card, four more points of identification are required. A list of documents that serve as points of identification can be found on the New York State Department of Motor Vehicles website (www.dmv.ny.gov). A United Nations employee identification card can serve as one point of identification *only for the principal*. As the I-94 issued to G-4 visa holders is normally marked "D/S" (for duration of status), the employee's identification card must have at least six months' validity remaining.
- The Social Security Administration's letter of ineligibility *does not* serve as a point of identification. These individuals will need three more "points of identification". Examples are debit/credit card, each one point; utility or cell phone bill, each one point.

Persons presenting a letter of ineligibility (usually dependants) will also be subject to secondary verification through the immigration database while they wait.

- For dependants, the Midtown Manhattan office of the New York State Department of Motor Vehicles has agreed to accept a photocopy of the employee's identification card to address the "duration of status" issue. The dependant's G-4 visa should have an annotation indicating the applicant's connection to the employee. If the visa is not so annotated, the dependant will be required to present the principal's identification card or visa/passport.

For driver's license renewals

First-time licenses are issued for an eight-year period. Renewals are for eight years. To renew a New York State driver's license, the applicant must present a passport, visa and I-94 with at least six months' status remaining. The New York State driver's license will provide the remaining points of identification required.

Connecticut

First-time applicants

Non-United States citizens seeking a first-time Connecticut driver's license must visit a Department of Motor Vehicles hub office. A list of these offices can be found on the Connecticut Department of Motor Vehicles website (www.ct.gov/dmv).

Non-immigrant visa holders (to include G-4 visa holders) must show:

- The passport, visa, and I-94 as well as a secondary identification document. A list of acceptable secondary documents can be found on the Department of Motor Vehicles website. A United Nations employee identification card, although it does not appear on the website's list of secondary documents, is also acceptable.
- Social Security card or letter of ineligibility issued by the Social Security Administration.

The above items must be the originals; photocopies are not accepted.

- The Social Security Administration's letter of ineligibility *does not* serve as a point of identification. Individuals with such letters will need one more point of identification. A list of documents serving as points of identification can be found on the Connecticut Department of Motor Vehicles website (www.ct.gov/dmv).

Persons presenting a letter of ineligibility (usually dependants) will also be subject to secondary verification through the immigration database while they wait. If timely responses from Immigration are not received, the applicant will be asked to return to the same office at a later date. Employment authorization documents are accepted.

- The applicant must also provide two separate pieces of mail from separate sources showing Connecticut residence, such as telephone bills, lease contracts, etc. These items must be less than 90 days old.

For driver's license renewal

To renew a Connecticut driver's license, applicants only need to present their current Connecticut driver's license. The Connecticut driver's license will provide the points of identification required.

New Jersey

First-time applicants

Non-immigrant visa holders (to include G-4 visa holders) must show:

- The passport with visa and I-94
- Social Security card or letter of ineligibility issued by the Social Security Administration

The above items must be the originals; photocopies are not accepted.

- If the applicant presents a Social Security card, only one more point of identification is required. A list of documents that serve as points of identification can be found at the New Jersey Motor Vehicle Commission website (www.state.nj.us/mvc). A United Nations employee identification card can serve as one point of identification.

- The Social Security Administration's letter of ineligibility *does not* serve as a point of identification. These individuals will need two more points of identification. Persons presenting an ineligibility letter (usually dependants) will also be subject to secondary verification through the immigration database while they wait. Employment authorization documents are accepted as one point of identification.

- The applicant must also provide proof of New Jersey residence, such as a telephone bill, lease contract, etc. The item must be in the applicant's name.

For driver's license renewal

For persons whose I-94 is marked "D/S", New Jersey issues a license valid for one year plus 90 days. To renew a New Jersey driver's license, the applicant must again present the passport, visa and I-94 and the New Jersey driver's license to be renewed, in addition to one additional point of identification, such as a Social Security or ATM card or bank statement. The license will be renewed for another period of one year plus 90 days.

United Nations ST/IC/2014/30

Secretariat

24 December 2014

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Official holidays for 2015 at United Nations Headquarters**

In accordance with General Assembly resolution 52/214 A of 22 December 1997 and decision 52/468 of 31 March 1998, the 10 official holidays for 2015 at Headquarters have been designated as follows:

1 January	New Year's Day
16 February	Presidents' Day
3 April	Good Friday
25 May	Memorial Day
3 July	Independence Day (observed)
17 July	Eid al-Fitr
7 September	Labour Day
23 September	Eid al-Adha
26 November	Thanksgiving Day
25 December	Christmas Day

* Expiration date of the present information circular: 31 December 2015.

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